



**DEPARTMENT OF THE ARMY  
U.S. TOTAL ARMY PERSONNEL COMMAND  
ALEXANDRIA VA**

REPLY TO  
ATTENTION OF

TAPC-PDD-R (25-1i)

31 MAR 2000

**MEMORANDUM FOR SEE DISTRIBUTION**


**SUBJECT: Freeze All Army Records Referencing Tobacco**

1. Please freeze (remove from scheduled disposal) any and all records that you have which address the growing, purchasing, using, testing, packaging, selling, banning, or distributing of tobacco and tobacco products by the Army. This also includes all medical records related to health problems that may be related to tobacco or tobacco products.
2. Enclosure 1 is a list from the U.S. Army Litigation Division that describes the types of records to be identified and frozen.
3. Although the MARKS Reg does not specifically have files related to tobacco or tobacco products, records with certain file numbers (FN's) may contain pertinent information. Enclosure 2 is a list of FN's that may contain information concerning tobacco and tobacco products.
4. In addition, Enclosure 2 provides definitions and descriptions of the elements of the enclosure. When applicable, the list also contains, for Archives and Federal Record Center purposes, cross references to the pre-MARKS filing systems of TAFS and AR345-210.
5. The MARKS list is not all inclusive. In addition, it only provides possibilities and may not contain information related to tobacco or tobacco products. Therefore, be thorough in your search and identify specific records that should be frozen; we only want to freeze records that are specific and pertinent.
6. Request this freeze information be disseminated to all subordinate commands, installations, units, and supported activities. Please document and maintain the responses of all elements of your command for backup and future reference.

TAPC-PDD-R(25-1i)

SUBJECT: Freeze all Army Records Referencing Tobacco

7. Points of contact: U.S. Army Records Management and Declassification Agency, Mr. Bruce E. Dupee, 703-806-3188, e-mail [dupeeb@rmmpo.belvoir.army.mil](mailto:dupeeb@rmmpo.belvoir.army.mil), or U.S. Army Litigation Center, MAJ Catherine With, 703-696-1638, e-mail [catherine.with@hqda.army.mil](mailto:catherine.with@hqda.army.mil).



HOWARD N. GREENHALGH  
Director, Records Management  
Division

2 Encls

1. U.S. Army Litigation  
Division List of Records
2. MARKS File Numbers

DISTRIBUTION:

Commander, U.S. Army Material Command (AMC), ATTN: AMCIO-F, 5001 Eisenhower Ave,  
Alexandria, VA 22333-0001  
U.S. Army Criminal Investigation Command (CID), ATTN: ANIM-STS-U-M, 10105 Gridley  
Road, Ft. Belvoir, VA 22060-5840  
Eighth U.S. Army (EUSA), ATTN: EAIM-R-RM, UNIT# 15236, APO AP, 96205-0009  
U.S. Army Forces Command (FORSCOM), ATTN: AFCEI-A, Ft McPherson, GA 30330  
U.S. Army Intelligence and Security Command (INSCOM), ATTN: IAIM-RP-R, 8825 Buelah  
Street, Ft. Belvoir, VA 22060-5246  
U.S. Army Military District of Washington (MDW), ATTN: ANIM-PP, Washington,  
DC 20319-5050  
U.S. Army Medical Command (MEDCOM), ATTN: MCIM, 2050 Worth Road, Suite 13,  
Ft. Sam Houston, TX 78234-6013  
Military Traffic and Management Command (MTMC), ATTN: MTIM-IT, 5611 Columbia Pike,  
Falls Church, VA 22041-5050  
U.S. Army Space & Missile Defense Command (SMDC), ATTN: SMDC-IM-P, P.O. Box 1500,  
Huntsville, AL 35807  
Training and Doctrine Command (TRADOC), ATTN: ATIM-I, 90 Ingalls Road, Ft. Monroe,  
VA 23651-1047  
U.S. Army Corps of Engineers (USACE), ATTN: CECI-IR, 20 Massachusetts Ave, Washington,  
DC 20314-1000  
HQ, U.S. Army Europe and 7<sup>th</sup> Army (USAREUR), ATTN: AEAIM-SM-EB, UNIT 29351,  
APO AE 09014  
U.S. Army Pacific (USARPAC), ATTN: APIM-PER, Ft. Shafter, HI 96858-5100  
U.S. Army South (USARSO), ATTN: SOIM-ID-RP, Ft. Buchanan, PR 00934-3400  
U.S. Army Special Operations Command (USASOC), ATTN: AOIM, Ft. Bragg, NC 28310

TAPC-PDD-R (25-1i)

SUBJECT: Continuation of Distribution List

DISTRIBUTION: (CONT)

U.S. Army Pacific (USARPAC), ATTN: APIM-PER, Ft. Shafter, HI 96858-5100

U.S. Army South (USARSO), ATTN: SOIM-ID-RP, Ft. Buchanan, PR 00934-3400

U.S. Army Special Operations Command (USASOC), ATTN: AOIM, Ft. Bragg, NC 28310

Information Management Support Center (IMCEN), ATTN: JDIM-ZA, 6602 Army-Pentagon,  
Rm 1E600, Washington, DC 20310-6602

CF:

U.S. Army Litigation Division, MAJ Catherine M. With, ATTN: DAJA-LTT, 901 North Stuart  
Street, Suite 400, Arlington, VA 22203-1837

**Enclosure 1**  
**U.S. ARMY LITIGATION DIVISION LIST OF RECORDS**

Department of Defense Discovery Topics

Document	Topic
501	Documents re: DOD's past and current policies concerning selling or providing tobacco products to military personnel.
502	Documents re: packaging of tobacco products to military personnel by DOD, including what warnings have been required and during which time periods, including 1984 decision not to follow commercial warning labeling requirements, and the 1990 decision to require warning labels
503	Surveys, studies, statistics, or other inquiries re past and current prevalence of smokers in the military.
504	Surveys, studies, statistics, or other inquiries re: prevalence of alleged tobacco-related diseases among former and current military service members.
505	Documents re: DOD's 1997 statements that it is entitled to recover \$584 million per year from the states, out of what the states collect as a result of the Master Settlement Agreements (1998), as recompense for what DOD allegedly spends treating tobacco related diseases.
506	Documents re: DOD subsidization of tobacco products for military personnel and/or civilian employees, including discount and /or tax-free sale of tobacco products at military commissaries and exchanges.
507	Documents re: DOD decision to stop discounting tobacco products in military commissaries as of 11/1/96.
508	Documents re: DOD regulation of tobacco product marketing in military base retail outlets, including contracts with distributors, vendors, and manufacturers regarding the supply of tobacco products.
509	Documents re: DOD policy of selling tobacco products in military commissaries and exchanges free of federal, state, and/or other excise taxes, including any analyses, studies, or reports regarding the impact of such tax breaks on tobacco consumption.
510	Documents re: DOD investigation, research, studies, or other inquiry into whether purchasers of discounted, subsidized, or tax-free tobacco products ever resell such products for profit.
511	Documents re: sales figures for tobacco products sold in DOD facilities, including any sales data with respect to particular brands or particular manufacturers.
512	Documents re: DOD policies with respect to restrictions on selling tobacco products to minors, including documents regarding how such policies are enforced.
513	Documents re: Studies, investigations, or other inquiries with respect to whether minors are able to purchase tobacco products at DOD facilities.
514	Documents re: How DOD and/or other government entities apply or allocate income derived from the sale of tobacco products at DOD facilities.
515	Documents re: DOD participation with tobacco manufacturers and/or distributors in promotional programs, activities, or concerts.
516	Documents re: Smoking cessation programs provided, sponsored, subsidized, or otherwise facilitated by DOD.
517	Documents re: DOD's implementation and/or termination of its annual "KICK BUTTS DAY"
518	Documents re: DOD's implementation and/or termination of its "Healthy People 2000" initiative.
519	Documents re: DOD's past and current policies with respect to use of tobacco products in DOD facilities, including assigning designated non-smoking areas.
520	Documents re: DOD's past and current policies with respect to the advertisement of tobacco products in DOD publications.
521	Documents re: communication between DOD personnel and the White House concerning tobacco and/or smoking.
522	Documents re: Instances in which DOD attempted to recover from tobacco manufacturers, medical care expenditures furnished or paid for under the Federal Medical Care Recovery Act.

**Enclosure 1**  
**U.S. ARMY LITIGATION DIVISION LIST OF RECORDS**

523	Documents re: research conducted by DOD with respect to the health effects of using tobacco products.
524	Documents re: The Military Health Service System (MHSS or MHS) health care expenditures and utilization allegedly attributable to tobacco use by MHSS/MHS beneficiaries.
525	Documents re: MHSS/MHS health care expenditures and utilization attributable to other modifiable health risks, such as diet, exercise, alcohol use and obesity of MHSS/MHS beneficiaries.
526	Computer databases and related documentation, including computer codebooks, generated during the execution of the "Survey of Health Related Behaviors Among Military Personnel" which, in 1999, was conducted by the Research Triangle Institute under Cooperative Agreement DAM 17-96-2-6021.
527	From the "Survey of Health Related Behaviors Among Military Personnel" described above, the following information is required: a list of all published and unpublished reports related to the survey which are known to DOD; a copy of each of the unpublished reports; a copy of internal documents related to the design, execution and evaluation of the survey; copies of reports to DOD from contractors who executed or are executing any part of the survey; comments from internal or external reviewers concerning the survey's design and execution; analysis or interpretation of results from the survey; published and unpublished reports related to DOD's analysis of health care policy that use data from the survey.
528	The same types of documents listed in No's. 526-527 above for the "Survey of Health Related Behaviors Among Military Personnel" are also requested for the following four surveys conducted by DOD and listed in a memorandum of November 16, 1998 from the Assistant Secretary of Defense (Health Affairs): Annual Health Care Survey of DOD Beneficiaries; Health Enrollment/Evaluation Assessment Review; Customer Satisfaction Survey; and Bi-annual MHSS User Survey.
529	Documents from the DOD's Office of the Surgeon General, and the Surgeon General of any Branch of the DOD, relating to tobacco use, including documents concerning the position of the DOD's Surgeons General concerning tobacco use and control among beneficiaries of the MHS.
530	Documents that (1) discuss or make reference to the DOD's policy concerning the sale, harvesting, and distribution of tobacco products to men and women or (2) describe or evaluate the execution of that policy.
531	Documents and data relating to or resulting from DOD directive 1010.10 "Health Promotion" (March 1, 1986), including all preliminary drafts of the directive and comments from internal and external reviewers as well as the implementation of the directive by each branch of the DOD (for example, Air Force instruction 40-102 "Tobacco Use in the Air Force ", August 1, 1998).
532	Documents re: "Evaluation Report" from the Office of the Inspector General of the DOD (Report No. 97-060) titled "Economic Impact of the Use of Tobacco in DOD". including the following items cited: (p. Appendix B, p. 21-27): (i) p.22 – Rothman et al. "The potential cost and benefits of selected components of comprehensive school health education programs" (ii) p. 23. Memorandum "Tobacco A Free Air Force" and attached implementation plan, July 1, 1993: (iii) p. 25 Conway et al. "Tobacco use programs at Navy Commander:. (iv) p. 25 Manning et al. "The taxes of Sin – Do Smokers and Drinkers Pay That Way?"; (v) p. 26.Rothberg. "Some thoughts on health promotion in the United States Army"; (vi) p. 26 – Shove et al. "The Social Security Cost of Smoking"; (vii) documents, notes and correspondence with all sources contacted in the preparation of the report, identifying data and calculations used to generate original results contained in the report, reviews/critiques and subsequent development of DOD policies based upon this report.
533	Documents re: the decision to remove tobacco products from C-rations and K-rations .
534	Documents re: analysis where the relative risk of smoking and any disease was not statistically significant, including analysis where the relative risk of smoking and any disease was not reported or was not the main subject under investigation.

**Enclosure 1**  
**U.S. ARMY LITIGATION DIVISION LIST OF RECORDS**

535	Documents re: the publication " Economic Consequences of Tobacco Use for the Department of Defense, 1995 by Maj. Alan J. Halyer, Maj Louis P. Pesino and Walter T. Brehm, Military Medicine 1996; 163: 217-221, including data used as input for medical expenditures; input top and output from the computer program "SAMMEC 2.1" cited in the article; copies of drafts of the manuscript; copies of correspondence with the editors of the journal regarding the submission of this manuscript; names of any other journals to which this manuscript was submitted for publication ; copies of comments from reviewers of the journal; copies of comments from internal and external reviewers; any related or follow-up work done by these researchers on tobacco use; any data and reports on the development by the DOD policy which the article of Halyer et al was considered.
536	Documents re: The joint DOD/ACS health promotion project (see Bina WF, et al). A joint Department of Defense/American Cancer Society Health Promotion Project. Military Medicine 1992; 6:417-41b.
537	Documents re: Any study or survey currently in progress or under consideration which collects information concerning both (1) smoking/tobacco use and (2) health care utilization or expenditures.
538	Documents re: Any study or survey currently in progress or under consideration which collects information concerning both (1) modifiable health risks (such as diet, exercise, alcohol, and obesity) and (2) health care utilization or expenditures.
539	Data collection efforts or internal audits relating to fraud and abuse within the Military Health Services Systems (MHS) including Tricare, CHAMPUS and their predecessors.
540	Descriptive information on status of the DOD's contracts for the D/SIDDOMS (Defense Medical Information Systems/Systems Integration, Design, Development, Operations and Maintenance) as explained in policy document HA Policy 95-010 (July 5, 1995) and documents related to the expected use of the DD/SIDDOMS to "support studies and analyses related to the health care econometric and statistical studies in the areas of health care facilities, services utilization, costs versus benefits, staffing and patient care."
541	Documents re: The following articles: Knaplk, JJ., et al, "Risk factors for foot blisters during road marching: tobacco use, ethnicity, foot type, previous illness, and other factors." Military Medicine (MilMed) February 1999; 164(2): 92-7, S-6190: Lee, RL, "The hidden cost of tobacco smoke." Military Medicine September 1998; 163(9):624, S-6032: Carpenter, CR, "Promoting tobacco cessation in the military: an example for primary care providers." Military Medicine, August 1998: 163(8)515-518. 8-6192: Lee, RL, "The hidden cost of tobacco smoke." Military Medicine, July 1998; 163(7): 111, S-6.222: Heyler, AJ., et al, "Economic consequences of tobacco use for the Department of Defense 1995." Military Medicine, April 1995: 163(4):217—221.S6032: Talcott, GW., el al, "Co-current use of cigarette, alcohol, and caffeine in a retired military population." Military Medicine, March 1995;163(3):133-138,DD-6193: Bushnell, FK., el al., "Smoking cessation in military personnel." Military Medicine, November 1997, 162(11):715-719, 6194: Faue, M., et al., " The tripper tobacco cessation program: Predicator for success and improved efficacy." Military Medicine, July1997; 162(7): 455-449, 86195: Grasser, JA., et al, "Prevatence of smokeless tobacco use: a clinical oral laukoplakia in a military population." Military Medicine, June 1997; 162(6):401-404.S-6196: Hurtedo, SL., et al, "Changes in smoking prevatence following a strict no-smoking policy in U.S. Navy recruit training." Military Medicine, October 1996; 161(10): 571-575. S-6197: Conway, TL., et al., " Navy health care provider attitudes and practices concerning patient tobacco use." Military Medicine, September 1996; (g): 510-520, S6198: Miller, MJ., et al., "A retrospective analysis of the costs and consequences of a tobacco-cessation program for active duty service members." Military Medicine, July; 151 (7):420-424. S.b199: Williams, L., et al., "Prevalence of tobacco free among first-term Air force personnel before and after basic military training." Military Medicine, June 1998; 161(6):318-323: Owen, MN, "Commissary tobacco debate continues." Military Medicine 1998: 161(5): AS-A6, S-6201: Forgas, LB., et al, "Tobacco use habits of naval personnel during Desert Storm."; Military Medicine, February 1996; 16(2): A4.S-6203: Francis,

**Enclosure 1**  
**U.S. ARMY LITIGATION DIVISION LIST OF RECORDS**

	<p>PB., "Tobacco sales – infusion is justified." Military Medicine, February 1996: 161(2):A3.S-6204: Bishoff, JT., et al., "Commissary tobacco sales: the elimination of a history artifact." Military Medicine, November 1995;160(11):543-544.S6205: Lee, S., et al., "Psychosocial factors influencing smokeless tobacco use by teen-age military dependents." Military Medicine, February 1994; 159(2):112-117.S-6205: Zadoo, V., et al., "The effects of alcohol and tobacco use on troop readiness." Military Medicine July 1993;158(7):480-484.S-920: Johnson, CC., et al., "Fort Polk Heart Smart Program. Part IV: Lifestyles of military personnel and their families." Military Medicine, May 1993;158(5):317-322.S-6208: Schel, E., et al., "Tobacco habits, lifestyles, and reactions to smoking restrictions among Norwegian military officers." Military Medicine, December 1992;157(12):636-640. S-6209: Bina, WF III., et al., "A joint Department of Defense/American Cancer Society health promotion project." Military Medicine, August 1992;158(8):417-419.S-6210: Chisick, MC., et al., "A profile of tobacco among teenage dependents." Military Medicine July 1992;157(7): 354-357.S-6211: Baldinl, FD., et al., "Effects of varying doses of smokeless tobacco at rest and during brief, high intensity exercise."; Military Medicine, February 1992;157(2):51-55.S6212: Holmes, E., et al., "Guidelines for conducting a hospital-based smoker's consult service." Military Medicine, November 1991; 156(11):565-589.S-6213: Scall, WK, "A submarine shipboard smoking cessation Program." Military Medicine, November 1989;154(11):551-552.8-6214: Balhweg, JA., et al., "Smoking and tobacco use by U.S. military personnel." Military Medicine, April 1989;154(4):165-168: Bray, RM., et al., "Prevalence, trends, and correlates of alcohol use, commercial drug use, and tobacco use among U.S. military personnel." Military Medicine, January 1989;154(1):1-11.S-6215: Bahrke, MS., at el., "Tobacco use and performance on the U.S. Army Physical Fitness Test." Military Medicine, May 1989, 153(5):229-235.S6217: Zelonik, AJ., "How to help smokers to stop: a guide for health care providers," Military Medicine, February 1988;153(2):70-71.S-6216: Enzensuer, RW., "Smoke in the work place; cost and health consequences." Military Medicine, August 1988; 151(5):453.S-6219: Palladino, G., et al., "Snuff-dipping in college students: a critical profile." Military Medicine, June 1986;151(6):342-346.S6220: Jarafter, BS., et al., "Smoking, lipida, and Atherosclerosis." Military Medicine, August 1980;145(8):521-524.S6221.</p>
542	Documents re: Programs designed to stop or reduce smoking among military personnel and other beneficiaries of the MHS/MHSS, including documents re: the "Year 2000 Goal".
543	Critiques, reviews, and analyses re: (i) "Cigarette Taxes to Fund Health Care Reform: An Economic Analysis", Congressional Research Service, March 8, 1994; (ii) "Smoking Related Deaths and Financial Costs", Office of Technology Assessment, September, 1985; (iii) "Smoking related deaths and financial costs", OTA Testimony (Behney C and Hewitt M) April 28, 1994.
544	For each disease that plaintiff intends to seek recovery of health care expenditures allegedly attributable to smoking. Provide reports, studies, analyses, and data on any other risk factor for that disease.
545	The medical records for each person covered by MHSS, Champus, Tricare or any other DOD healthcare program for which the plaintiff seeks recovery of damages in this case.

**Enclosure 2**  
**Subject MARKS File Numbers**

Initial review for files that may contain information pertinent to U.S. vs. Philip Morris, Inc.

**Table 1. Files with temporary dispositions. Note: These files will only go back as far as the disposition indicates.**

MARKS	TAFFS	AR 345-210*	Title	Disposition
30-18b-q			Army Troop Issue Substance Activity Operating Procedures	K- various
30-19a-n			Army Commissary Store Operating Policies	K- various
30-21a			Field Menu Files	6E
30-21b			Field Kitchen Review Files	1
30-21c			Field Ration request, production, control sheet, and feeder report files	1
40-31d	917-11		Tumor registry	KE
40-5a	922-01		Occupational health reports	30
40-5f	923-01		Preventive medicine surveys	75
40-5h	922-02		Civilian employee medical files	30E
40-66a	917-01	905-01	Health records	75
40-66e	918-03		Foreign national inpatient treatment records	25
40-66f	918-01	905-02	Military inpatient treatment records	50
40-66g	918-02	905-02.1	Civilian inpatient treatment records	50
40-66i	918-03 or 918-05		NATO personnel inpatient treatment records	Home country military medical authority
40-66j	919-01	905-03	Military outpatient records	50
40-66k	919-02	905-03.1	Civilian outpatient records	50
40-66m	919-03		Foreign national outpatient records	25
40-66nn	None		Military radiation oncology/therapy records	15
40-66oo	None		Civilian radiation oncology/therapy records	15
40-66p	919-05	903-03	Army Reserve and ROTC outpatient records	50
40-66q	919-06		NATO personnel outpatient records	See 40-66i
60-10a			General Exchange Service Policy	tbd
60-20a			Exchange Service Operating Policy	tbd
60-20b	509-29		Ration Control Systems	K- nln
70-10a(2)	229-03		Combat/training development objectives (other records)	20
70-10r	1304-11		Item tests	5E
70-1aa	1305-10		RD item files	6E
70-1b	229-01		Combat/training development requirement files	20
70-1bb	1305-11		RD item photographs	6E
70-1c	229-04		Combat/training development annual review files	20
70-1d	229-05		Combat/training development quarterly review files	20
70-1ee	1305-14		RD item completion notices	6E
70-1ff	1305-15		Other RD items	6E
70-1p	1304-13		RD project reporting files	K
70-1r	1305-01		RD item cases	6E
70-1s	1305-02		Authorizations	6E
70-1t	1305-03		RD, procurement files	6E
70-1u	1305-04		RD item test data	6E
70-1v	1305-05		RD item specifications and drawings	6E
70-1w	1305-06		RD item cross-references	6E
70-1x	1305-07		RD item reports	6E



**Enclosure 2**  
**Subject MARKS File Numbers**

MARKS	TAFFS	345-210*	Title	Disposition**
70-1y	1305-08		RD item correspondence	6E
70-1z	1305-09		RD item meetings	6E
70-25a	1304-22		Research medical volunteer registry	65
70-45a	1304-21		Scientific and raw data	K
70-74a	1302-08		Independent research program reviews	6
70-9a	1304-16		Research reports	K
215-4c	330-26		NAF master, open-end and call-type contracts	6.25E
215-4g	330-30		NAF small purchase categories	1E
215-4h	330-31		NAF contract actions	6.25E
600-63a	None		Army health promotion files	KE
602-2ab			MANPRINT Program Files	1E
700-15a	1414-09		Packaging and Handling Deficiency Reports	1
700-47e	1412-05		Military Supply Standards	KE
700-47f	1412-07		Qualified Product List Formulations	KE
700-127a			Integrated Logistic Support Plan (ILSP)	tbd
700-138h			Total Logistic Readiness and Sustainability Reports	2E
725-50b	1415-04		Requisition, Suspense, and Status Files	2E
725-50c	1415-11		Station Supply Reports	2
725-50d	1415-06		Priority Requisitions	KE
725-50h	1415-05		Issues Histories	2
725-50i	1415-07		Requisition Registers	1
725-50j	1415-08		Requisition References	KE
725-50k	1415-15		Major Item Status Report	KE
735-5a-j	1415-**, 1416-**		Policies and Procedures for Property Accountability	K- varies
735-11-2a	1415-09		Packaging and Handling Deficiency Reports	1
735-20a	1416-29		Financial Inventory Accounting Files	1
740-1a, b, g, m-s	1421-**, 1415-**,		Storage and Supply Activities Operations	2 or less
746			General Marking, Packing, and Shipment of Supplies and Equipment Correspondence Files	6
746-1a	1415-09		Packaging and Handling Deficiency Reports	1
746-1b	1410-03		Preservation and Packaging Files	6E

\*Included only for those files that pre-date TAFFS (1963).

\*\* - any letter/number or combination

**Enclosure 2**  
**Subject MARKS File Numbers**

**Table 2. Files with permanent dispositions.**

<b>MARKS (1986- Present)</b>	<b>TAFFS (1963- 1986)</b>	<b>345-210 (pre- 1963)</b>	<b>Title</b>	<b>Disposition</b>
70-10a(1)	229-03	207-05	Combat/training development objectives (final)	P
70-10c	232-03	207-26	Troop test files	P
70-10d	232-04	207-27	Troop test final evaluations	P
70-10e	232-05	207-28	Field experimentation program files	P
70-10g	232-07	207-30	Field experiment cases	P
70-10h	232-08	207-31	Field experiment final evaluations	P
70-10m	232-12	207-35	Test and experiment comments	P
70-16a	1304-05	1303-11	RD project controls	P
70-1e	231-01	207-15	Materiel development objective files	P
70-1f	231-02	207-16	Materiel requirement files	P
70-1g	231-03	207-17	Small development requirement files	P
70-1gg	1307-30	None	International materiel evaluations	P
70-1m	1304-01	1303-01	R and D supervisory files	P
70-1n	1304-05	1303-11	R and D project controls	P
70-1q	1304-12	1303-14	RD specifications and drawings	P
70-2a	1304-23	None	Materiel status record	P
70-31a	1304-14	1303-17	Technical report records drawings	P
70-35a	1302-07	1301-13.2	Unfunded study files	P
70-61a	1303-03	1302-03	R and D project items	P
602-2aa			MANPRINT Program Files	P
700-90a	1406-02	1401-01	Production Requirement Data	P

See references in Memorandum regarding this list.

**Enclosure 2**  
**Subject MARKS File Numbers**

**COLUMN DEFINITIONS**

Column

- 1- MARKS filing system reference
- 2- TAFFS- filing system previous to MARKS
- 3- 345-210- filing systme previous to TAFFS
- 4- File Number Series title
- 5- Disposition of record as shown on record retention schedule on internet

Disposition Codes

K- keep for destruction

KE- Destroy when event occurs

P- Permanent

nln- no longer needed

tbd- to be determined

1- keep in CFA, destroy when record is 1 yr old

2- keep in CFA, destroy when record is 2 yrs old

6- to be kept in CFA; destroy within 6 yrs.

15- CFA to RHA within 6 yrs; destroy when record is 15 yrs old

20- CFA to RHA within 6 yrs; to RHA for 10 yrs; to FRC- destroy when record is 20 yrs old

25- CFA to RHA within 6 yrs; to RHA for 10 yrs; to FRC- destroy when record is 25 yrs old

30- CFA to RHA within 6 yrs; to RHA for 10 yrs; to FRC- destroy when record is 30 yrs old

50- CFA to RHA within 6 yrs; to RHA for 10 yrs; to FRC- destroy when record is 50 yrs old

65- CFA to RHA within 6 yrs; to RHA for 10 yrs; to FRC- destroy when record is 65 yrs old

75- CFA to RHA within 6 yrs; to RHA for 10 yrs; to FRC- destroy when record is 75 yrs old

1E- keep for 1 yr after event, then destroy

2E- keep for 2 yrs after event, then destroy

5E- keep for 5 yrs after event, then destroy

6E- keep for 6 yrs after event, then destroy

6.25E- keep for 6.25 yrs after event, then destroy